

ANDY BESHEAR
GOVERNOR



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MEMORANDUM

PERSONNEL MEMO 21-02

To: Constitutional Officers
Cabinet Secretaries
Agency Heads
HR Administrators

From: Gerina D. Whethers, Secretary

Date: January 27, 2021

Re: COVID-19 Vaccine

From the commencement of the current State of Emergency, Governor Beshear has taken numerous proactive steps to protect the health of our citizens and employees during the COVID-19 pandemic. One important way that citizens and employees can help protect their own and one another's health is participation in COVID-19 vaccination. Vaccination is a critical component of containing and limiting the spread of COVID-19 related illnesses. The Food and Drug Administration ("FDA") has examined and reviewed all COVID-19 vaccines currently available in the United States and has determined based upon clinical trials that these vaccines are safe and highly effective at preventing COVID-19 illness. Furthermore, the Centers for Disease Control ("CDC") encourages vaccination, as it may help protect others, particularly people at increased risk for severe illness from COVID-19.

While voluntary, all Executive Branch employees are highly encouraged to take the COVID-19 vaccine. With prior supervisory approval, all Executive Branch employees will be granted up to two (2) hours of scheduled work time to take each of the COVID-19 vaccines. Additionally, Executive Branch employees will be granted up to 7.5/8 hours of leave for recuperation from any side effects that may occur, which may include:

- Pain and/or swelling at the injection site
- Fever
- Chills
- Fatigue
- Headache

Information pertaining to the vaccine and the vaccine phase distribution can be found at <https://govstatus.egov.com/ky-covid-vaccine>. Additional information regarding time keeping and recuperation leave will be distributed to agency Human Resources (HR) staff. Questions concerning this matter should be directed to Mary Elizabeth Bailey, Commissioner, Department of Human Resources Administration at (502) 564-7571 or MaryE.Bailey@ky.gov.